

**PERSONNEL AND TRAINING BUREAU
TRAINING DIVISION**

NOTICE
12.1.1

September 3, 2014

TO: All Department Personnel

FROM: Commanding Officer, Training Division

SUBJECT: NEW TRAVEL GUIDELINES – EFFECTIVE SEPTEMBER 2014

The Office of the City Controller has made the following changes to travel guidelines. These changes go into effect September 1, 2014:

The major change affects the Per Diem on Lodging and Meals. The Department will no longer provide daily Meals & Incidentals (M&IE) at a flat rate of \$60.00 per day. Instead, the City has adopted the federal destination per diem rates (for the month of travel) as the maximum rates for reimbursements on lodging and M&IE.

1. Per Diem on Lodging and Meals are capped at federal Per Diem rates:

Lodging is generally based on single occupancy standard rooms when allowed by funding source. *A receipt is required with hotel folio indicating zero balance on hotel letterhead.*

Lodging is limited to actual dates of the meeting/conference/training.

- Actual taxes paid on lodging are separately reimbursable in addition to the federal Per Diem Rate.
- Out-of-state travelers may arrive the night before regardless of the meeting time next day.
- In-state travelers who meet the 50 mile rule (i.e. San Diego, San Francisco, Sacramento) may arrive the evening prior to the event.

2. Meals and Incidentals

When qualified, a full day's meal will be reimbursed at the federal Per Diem amount for the destination. A receipt is not required.

On travel days, regardless of departure and arrival times, 75% of the daily M&IE will be reimbursed.

If one or two meals are included with either the lodging or the event attended, the employee may be reimbursed for the rest of the day's meals for up to 75% of the allowable federal Per Diem rate. However, due to Los Angeles Administrative Code requirements, if only a single meal is due to the traveler, any claim of \$25 or higher requires submission of an original receipt.

Federal Destination Per Diem rates (for month of travel) are listed as:

For travel within the Continental United States (taxes not yet included) www.gsa.gov

For travel outside Continental United States, such as Hawaii and Alaska (taxes not yet included) www.defensetravel.dod.mil/site/perdiemCalc.cfm

For travel to foreign countries (taxes not yet included) www.gsa.gov and link to Foreign Per Diem Rates by Locations.

3. Reminders

- All personnel who modify their training stays due to personal preference or for convenience to stay over after the conference/training session ends, must ensure that the quotation of the deviation fare is obtained in writing at the time of making the reservation. In the event that the deviation results in an increased fare, the traveler will pay the difference.
- Per the Office of the City Controller, employees attending training or conferences must submit an official agenda in addition to the event's fee schedule when requesting approval for travel. The official agenda and event fee schedule shall also be attached with the Personal Expense Statement. More importantly, failure to submit the needed documentation will delay the approval and/or reimbursement process.
- Travel to Arizona – The City Council has implemented a moratorium for ALL travel to Arizona. With the exception of Investigative or Extradition travel, any travel to Arizona requires an exemption from the City Council, prior to the travel. This includes travel where the cost to the City is only the employee's salary.
- Automobile Rental - Auto rental is allowable if pre-approved, less expensive, and more appropriate than taxi, bus, or shuttle. Receipts are required for reimbursement. There is no insurance cost reimbursement as the City is self-insured.
- Travelers may use other travel service providers if they are willing to use personal credit card for payment, and must provide a printout of the TravelStore rates as a proof that airfare is equal to or less than TravelStore rates at the time of the booking.
- Travelers should select an arrival/departure airport closest to the destination unless flights are not available or airfare is more expensive than additional ground transportation costs.
- Travelers must use the lowest-cost public ground transportation, such as shuttle service, in transit from and to the airport or hotel.
- The City will only reimburse for one piece of luggage. If there is an extraordinary situation, please submit justification on an Employee's Report, Form 15.07.00.

- Alternate Mode of Transportation (other than airline travel).


The use of a private automobile must be pre-authorized by the designee of the Chief of Police. The traveler needs to obtain a satisfactory policy of public liability insurance.

The Chief of Police must certify that traveler has a valid driver's license and has complied with LAAC Section 4.232.

Reimbursement will be at the lower of actual cost of alternate mode of transportation (including incidental costs such as parking fees) or the cost allowable under a regularly scheduled airline.

If you have any questions, please contact Senior Management Analyst Laura Rangel, Officer in Charge, Support Section, Training Division, at (310) 342-3099.

APPROVED:


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